
10. The final subdivision plats and plans are prepared by the applicant and should include details of boundaries, utilities, roads, etc. that need to be shown on the final subdivision plans. (Checklists are available that list all requirements)

11. Reviews are completed within 14 days on the first submission of a final subdivision plat, and within 10 days on a second submission. The review comments provided are valid for a period of 6 months.

12. Once ready for approval, any securities for items such as erosion and sediment control or public improvements must be provided to the Planning and Engineering Department.

13. The subdivider must record the final plat within one year and notify the Planning and Engineering Department of the deed book number, page number, and date of recordation. This is confirmed by submitting a recordation form with the Planning and Engineering Department.

14. A pre-construction conference between the Planning and Engineering Department and the developer will be held after approval.

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What types of inspections are required during construction?

- ⇒ building inspection
- ⇒ utility inspection
- ⇒ street, drainage, and sidewalk inspections
- ⇒ erosion and sediment inspection (which must be done periodically)
- ⇒ stormwater management and entrance inspections

You can schedule an appointment for any of these inspections by calling (540) 961-1126.

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For more information contact:

***Town of Blacksburg
Planning and Engineering
300 South Main Street
Post Office Box 90003
Blacksburg, VA 24062-9003
phone: (540) 961-1114
e-mail: town.plan.eng@bev.net***

Major Subdivisions



***Land
Development
Brochure***

Updated January, 2000

MAJOR SUBDIVISION

What is a subdivision?

A subdivision is any division of land into two or more parts. One type of subdivision which is used in the Town of Blacksburg is a major subdivision. A major subdivision contains six or more lots.

Whenever a subdivision is proposed in the Town, the subdivider must apply in writing to the Planning and Engineering Department. Applicants are strongly encouraged to meet with representatives from the Department prior to submittal of their applications.

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What are the requirements for a major subdivision submission?

The following items must be turned in to the Department of Planning and Engineering:

- ⇒ A completed "Subdivision Review Application."
- ⇒ 36 copies of the preliminary plat (over 11"x17") of the proposed subdivision in compliance with the requirements outlined in the Subdivision Ordinance (Checklists are available of all the requirements).
- ⇒ Homeowners Association documents if any land is to be commonly owned.

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- ⇒ A list of all adjacent property owners and their addresses including those properties located across the street or other public right-of-way. Include the cost of certified postage for each adjacent property.

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What fees apply to a major subdivision?

The submittal fees for a subdivision are as follows:

- ⇒ 6-10 lots - \$100/plat plus \$10/ lot.
More than 10 lots - \$150/plat plus \$10 per lot.
- ⇒ Subdivider must dedicate 10% of the parent parcel for public or private recreation area. The subdivider may apply for a waiver to this requirement and pay the town a fee in lieu of equaling 10% of the assessed value.

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What are the steps in the review process of major subdivisions?

1. A pre-submission conference between the applicant and the Planning and Engineering Department is recommended to discuss major issues.
2. Submit preliminary plat and application materials.

3. The submission deadline is the second Friday of each month for placement on the Planning Commission agenda the following month.

4. The Planning Commission schedules a public hearing and refers the application to a subcommittee.

5. The Planning and Engineering Department schedules a neighborhood meeting for the applicant to present his proposal to adjacent property owners.

6. The Planning and Engineering Department studies the application and prepares a staff report analyzing the compliance of the application with the Subdivision Ordinance.

7. A Planning Commission sub-committee studies the application and staff report at a public meeting and reports its findings and recommendation to the Planning Commission.

8. The Planning Commission holds a public hearing and either approves or denies the plat. If denied, the Commission will write a resolution stating the reasons and what corrections or modifications are required. The applicant may resubmit with corrections.

9. If approved, the applicant is notified and must submit the original and one mylar copy of the preliminary plat for approval signature. The Planning and Engineering Department keeps the mylar copy of the preliminary plat for its records.
